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General Counsel

81-67640

DDS&T-4046-81
3 September 1981

STAT MEMORANDUM FOR: [REDACTED]
Office of General Counsel

STAT FROM: [REDACTED]
Chief, Administrative Staff, DDS&T

SUBJECT: Paperwork Reduction Act of 1980

REFERENCE: OGC 81-05486, Same subject, dated 30 June 1981

In response to paragraph V of the reference, the Directorate of Science and Technology utilizes the following major information systems. These systems are reviewed on a periodic basis as noted below.

a. Records Management Control - All records created or received by the Directorate are controlled in accordance with the Agency's procedures and are entered into the Agency's records control schedules. This function is operated and managed by the Directorate and Office Records Management Officers. The disposition of records, including retirement and destruction, is a continuing activity, but is reviewed annually. We are currently in the process of reviewing all records at the direction of the DDCI.

b. Financial Management System (GAS) is utilized by all Directorate offices, however, this system is controlled and managed by the Office of Finance. Several of our offices have instituted specific budgetary systems to provide daily or bi-weekly updates of financial information. These systems do not duplicate the GAS system but provide detail and information not readily available in GAS. These systems are controlled by Program personnel reporting directly to Office Management. Financial information required by the budget process for the Comptroller and OMB is prepared by the Directorate's Planning and Resources Staff.

c. The Directorate uses information provided by the Office of Personnel through its automated personnel information system. Several offices have instituted office-level



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personnel control systems to provide their management with detail and information on training and personnel not available from the Personnel system alone. Career Management information is prepared under the direction of Directorate Management.

d. Word Processing (WP) - WP equipment represents both an information system and an activity. The Directorate uses word processing equipment to various degrees. WP equipment must be justified at the Office level through a survey of requirements for it and it is subject to review by ODP, OS and OL before it can be purchased or leased. ODP is in the process of issuing an RFP for Agency standard WP.

e. Logistics activities including external contract information is managed by automated systems. DDS&T's contractual activities are monitored by the Science and Technology Evaluation and Planning System (STEPS) at the Directorate level and Special Projects and Activities (SPA) for national programs at the Executive Staff level of OD&E, in addition to the Office of Logistics' CONIF system.

f. ADP Activities - Each office within the Directorate has an ADP control officer who serves as the office focal point with ODP. These officers evaluate and review the need for ADP services and equipment within their office. Monthly use reports are prepared by ODP for review by ADP control officers.



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